

Susan Bass Levin
Chairman

Marge Della Vecchia
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 7/24/06

JOB TITLE: Manager of Single Family Construction Loan Program (SFCLP)

SALARY: (R13) (\$ 53,756) - (\$ 75,641)

DIVISION: Single Family Programs

FL STATUS: Exempt ☒ Non-Exempt ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Supervise assigned staff; develop and implement policies and procedures for Single Family Construction Loan Program; oversee application review on special programs, such as At Home Downtown; analyze work flow and controls to ensure compliance with program guidelines; attend and speak at seminars concerning HMFA Programs as directed; perform related duties as required.

MINIMUM REQUIREMENTS

1) EDUCATION:

Four (4) year college degree; or an equivalent combination of education and experience that meets the required knowledge, skills and abilities.

2) EXPERIENCE / SKILLS:

Five (5) years relevant experience, three of which in a supervisory capacity; knowledge of real estate development principles, land use laws and housing finance mechanisms; knowledge of Federal and state statutes governing lending and credit practices; and ability to communicate effectively orally and in writing and to listen actively.

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, E-MAIL, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J., 08650-2085; FAX (609) 278-8858; E-MAIL jobopenings@njhmfa.state.nj.us.